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ABSTRACT

One of 33 self-paced industry services leadership development (ISLD) modules, this module contains three sequential learning activities on evaluating safety conditions at training sites. (The industry services program for which these materials were developed would involve provision of job training by public agencies for new or expanding private industries.) The first learning activity is designed to provide the learner (industry services leader) with the needed background information regarding safety laws and regulations and procedures for accident prevention. The second activity gives opportunity to apply the information in a practice situation, and the final checkout activity allows the learner to evaluate safety conditions at a training site in a real work situation, such as when employed or when serving as an intern learner. Feedback devices (learner self-test and performance checklist) are included for use by the learner and instructor/supervisor to assess progress. Case study information, a training site safety checklist, and a site evaluation worksheet are appended for guidance in performing the objectives. (Two of the other modules also deal with preparing for training: Adapting the training site to training needs and announcing the opening of a training program.) (JT)

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MODULE NUMBER VII-B

EVALUATING SAFETY CONDITIONS AT TRAINING SITES

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SELF-PACED INSTRUCTIONAL MODULE

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TABLE OF CONTENTS

	Page
Instructional Procedure	1
Supplementary Teaching/Learning Aids	2
Objectives	2
Introduction	3
Learning Activity I: Information	4
Learning Activity II: Practice Performance	19
Check-Out Activity: Performance in Real Work Situation	20
Appendices	
A. Performance Checklist	21
B. Training Site Safety Checklist	23
C. Case Study Information	25
D. Site Evaluation Worksheet	27

INSTRUCTIONAL PROCEDURE

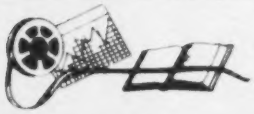
This module contains two sequential learning activities and a final check-out activity. A brief overview precedes each learning activity and the final check-out activity. Each learning activity and the final check-out activity provide learning experiences to help you accomplish the objectives. Feedback devices (learner self-test, worksheet, and performance checklist) are provided to help you determine when each objective has been accomplished.

The first learning activity is designed to provide you with the needed **background information**. The second learning activity is designed to give you an opportunity to apply that information in a **practice** situation. The **Check-Out Activity** is the final learning activity. It is designed to allow you to evaluate safety conditions at a training site in a real work situation, such as when you are employed or when you are serving as an intern learner. The **Performance Checklist** (Appendix A) is used by the learner and the instructor/supervisor to assess progress. The checklist is applicable for both practice performance and performance in the real work situation.

After reading the **Objectives** and the **Introduction** on pages 2 and 3 , you should be able to determine how much of this module you will need to complete before the **Check-Out Activity**.

* If you already have the necessary **background information** required for evaluating the safety conditions at a training site, you may not need to complete **Learning Activity I**, p. 4 .
* If you already have had **practice** in evaluating the safety conditions at a training site, you may not need to complete **Learning Activity II**, p. 19.
* Instead, with the approval of your instructor or supervisor, you may choose to proceed directly to the **Check-Out Activity**, p.20 , and evaluate the safety conditions at a training site when you have access to a **real work situation**.

Your instructor or supervisor may be contacted if you have any difficulty with directions, or in assessing your progress at any time.



SUPPLEMENTARY TEACHING/LEARNING AIDS

An effort has been made to make this module as self-contained as possible. The information contained in the module should be sufficient to develop "entry-level" knowledge and skills. However, much has been written on this topic. The advanced learner may wish to attain higher levels of knowledge and skills.

A list of resources which supplement those contained within the module follows. Check with your instructor or supervisor (1) to determine the availabilty and the location of these resources, and (2) to get assistance in setting up additional learning activities.

Learning Activity I

* Johnston, Wallace. "The Law and School Shops," **School Shop**. Vol. XXXIV, No. 3 (February, 1975).
* "OSHA Checklist: 30 Points to Look for as You Make a Safety Inspection of Your School Shop," **Industrial Education**. Vol. LXIV, No. 6 (September, 1975).
* Peterson, Dan. **The OSHA Compliance Manual**. New York, New York 10020: McGraw-Hill Book Company, 1221 Avenue of the Americas, 1975.
* "Training Materials and Programs Available," **School Shop**. Vol. XXIV, No. 6 (February, 1975).

Learning Activity II

* (None identified)

Check-Out Activity

* OSHA compliance officer
* Instructors in vocational trade and industrial education

OBJECTIVES

I. After completing the required reading, take the learner self-test to demonstrate you have attained the knowledge of evaluating safety conditions at a training site. You should complete all items correctly. **(Learning Activity I)**

II. After analyzing the performance instructions, complete all the designated experiences in evaluating safety conditions at a training site in a practice situation. Your work must conform to the worksheet and checklist provided. **(Learning Activity II)**

III. In an actual work situation, evaluate the safety conditions at a training site. Satisfactory performance will be realized when all items on the performance checklist (Appendix A) are rated "yes." **(Check-Out Activity)**

EVALUATING SAFETY CONDITIONS AT TRAINING SITES

INTRODUCTION

Under federal and state labor and safety laws, agencies which provide a service accompanied by real and/or potential health hazards to their clients are under an obligation to make servicing facilities as free as possible of health risks. The training site must be hazard free and meet at least minimum standards of safety. Industry services leaders must take every measure to prevent accidents during the training program.

In this unit, you will become familiar with safety laws, rules, and regulations regarding safety, and penalties and fines associated with non-compliance to safety laws. You will also become acquainted with some procedures to apply in preventing accidents.

LEARNING ACTIVITY I: INFORMATION

You should study the information presented in the following section. You may wish to read more on the subject from the references listed in the section on **Supplementary Teaching/Learning Aids**. After reading these materials, you will demonstrate knowledge of evaluating safety conditions at a training site by completing the **Learner Self-Test**, p. 13 . You will be evaluating your knowledge by comparing your self-test answers to the **Answers to Self-Test**, p. 17.

I. REASONS FOR SAFETY REGULATIONS AND RULES

A. To assure safe and healthful working conditions for working men and women

B. To prevent serious injuries and accidents

II. ASSOCIATIONS THAT HAVE DRAFTED LAWS AND PENALTIES FOR SAFETY STANDARDS

A. The National Fire Protection Association (National Fire Code, National Electrical Code)

B. The American Society of Mechanical Engineers (Pressure vessels)

C. The American National Standard Institute (safety glasses, and machine guarding)

D. Department of Transportation (compressed gas cylinders)

III. STIPULATIONS OF THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (OSHA)

A. Each employer shall furnish to each employee a place of employment which is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm.

B. Each employer shall comply with occupational safety and health standards promulgated under this Act.

C. Each employee shall comply with occupational safety and health standards, and all rules, regulations, and orders issued pursuant to this Act which are applicable to his/her own actions and conduct.

IV. **SUBPARTS OF OSHA STANDARDS** (areas to inspect at each site)

A. **Compressed gas and compressed air equipment**

B. **Electrical equipment and components**

C. **Fire protection**

D. **General environment controls**

E. **Hand and portable powered tools, and other hand-held equipment**

F. **Hazardous materials**

G. **Machinery and machine guarding**

H. **Materials handling and storage**

I. **Means of egress (exit)**

J. **Medical and first aid**

K. **Occupational health and environment control**

L. **Personal protective equipment**

M. **Powered platforms, manlifts, and vehicle-mounted work platforms**

N. **Walking-working surfaces**

O. **Welding, cutting, and brazing equipment**

V. **CITATIONS AND PENALTIES FOR VIOLATION OF OSHA**

A. **De minimis.** A condition that has no direct or immediate relationship to job safety and health, e.g., lack of toilet partitions.

B. **Nonserious violation.** A violation that has a direct relationship to job safety and health but probably would not cause death or serious physical harm, e.g., tripping hazard.

A proposed penalty of up to $1,000 is optional. A nonserious penalty may be adjusted downward by as much as 50%, depending on the severity of the hazard, employer's good faith, history of previous violations, and size of business. This adjusted figure is reduced an additional 50% if the employer corrects the violation within the prescribed abatement period.

C. **Serious violation.** A violation where there is substantial probability that death or serious physical harm could result and that the employer knew, or should have known, of the hazard, e.g. absence of point-of-operation guards on punch presses or saws.

A proposed penalty of up to $1,000 is mandatory. A serious penalty may be adjusted downward by as much as 50%, based on the employer's good faith, history of previous violations, and size of business.

D. **Imminent danger.** A condition where there is reasonable certainty a hazard exists that can be expected to cause death or serious physical harm immediately or before the hazard can be eliminated through regular procedures.

If the employer fails to abate such conditions immediately, the compliance officer, through the area director, can go directly to the nearest Federal District Court for legal action as necessary.

VI. CITATIONS WHICH MAY BE ISSUED FOR VIOLATIONS OF OTHER OSHA REGULATIONS

A. Failure to post citation

B. Failure to post annual summary of safety record

C. Failure to post OSHA poster

D. Failure to report a catastrophe or fatality

E. Failure to maintain records

F. Accidents which occur after advance notice of hazardous conditions

G. False information

VII. PERSONS, AGENCIES, AND/OR GROUPS COVERED BY OSHA

A. Employees

B. Supervisors

C. Instructors

D. Maintenance personnel

E. Custodians

F. Administrators

G. Graduate assistants

H. Student laborers

VIII. CIVIL AND CRIMINAL PENALTIES FOR SAFETY VIOLATIONS

A. Civil penalties

1. Willful or repeated–(may be)–$10,000
2. Serious–(shall be)–$1,000
3. Nonserious–(may be)–to $1,000
4. Failure to correct–(may be)–$1,000 per day
5. Failure to post citation–(shall be)–to $1,000

NOTE: Adjustment factors include gravity, size, good faith, and history of violations.

B. Criminal penalties

1. Willful fatality–(shall be)–to $10,000 and/or up to six months imprisonment
2. Advance notice–(shall be)–to $1,000 and/or up to six months imprisonment
3. False statements, representation or certification–(shall be)–to $10,000 and/or up to six months imprisonment

C. Unadjustable–fixed penalties

1. Failure to post the official OSHA poster–$50
2. Failure to maintain OSHA Form 100–$100
3. Failure to maintain OSHA Form 101 supplementary records or its equivalent–$100
4. Failure to compile OSHA Form 102 Summary–$100
5. Failure to post OSHA Form 102 summary by February 1 for 30 days–$100
6. Failure to report fatality or incident in which five or more employees are hospitalized–$200
7. Failure to post citation received at the worksite–$500

IX. PERSONS HELD RESPONSIBLE FOR ADHERENCE TO THE PROVISIONS OF OSHA

A. Employers

B. Employees

Ignorance of the law is not defense for violations, and failure to comply with OSHA regulations will constitute negligence. Consequently, an understanding of the regulations is vital to people involved in virtually every phase of industry

training and production. For ultimate protection, the industry services leader and the client company representative should inspect and approve each training site.

X. PROCEDURES USED TO IMPLEMENT OSHA

A. Encourage employers and employees to reduce hazards in the workplace, and improve existing safety and health programs.

B. Establish employer and employee responsibilities.

C. Authorize OSHA to set mandatory job safety and health standards.

D. Provide an effective enforcement program.

E. Encourage the states to assume the fullest responsibility for administering and enforcing their own occupational safety and health programs that are to be at least as effective as the federal program.

F. Provide for reporting procedures on job injuries, illnesses, and fatalities.

XI. SOURCES OF TRAINING MATERIALS AND COURSES FOR TEACHING SAFETY RULES AND PROCEDURES

A. The Office of Training and Education, Occupational Safety and Health Administration, U.S. Department of Labor

B. The National Institute for Occupational Safety and Health (NIOSH), an arm of the U.S. Public Health Service, Department of Health, Education and Welfare, Washington, D.C.

C. The National Safety Council, Chicago, Illinois

D. The National Audiovisual Center,General Services Administration, Washington, D.C.

E. Commercial distributors of textbooks and audiovisual materials

XII. GENERAL SAFETY RULES

The instructor should apply the following rules:

A. Remain in the shop or laboratory at all times while learners are participating in instructional activities. Absence from the location when an accident occurs is grounds for a successful law suit. Never permit learners to work unsupervised.

B. Do not place unauthorized persons in charge of potentially hazardous instructional activities.

C. Do not use equipment which has not been approved for training.

D. Do not permit nonenrolled persons to use power equipment.

E. Never send learners out of the facility to do hazardous work.

F. Do not make the use of power tools compulsory.

G. Do not allow accident-prone learners to use power equipment.

H. Maintain written reports of all accidents.

I. Obtain eyewitness written accounts of all accidents.

J. Administer a safety test to any learner before he/she uses power equipment. The score must be 100 percent.

K. All instructors should be protected by liability insurance. Information about this insurance can be obtained from your vocational-technical education administrator.

XIII. EXAMPLES OF SPECIFIC SAFETY RULES AND PROCEDURES

A. All materials stored in tiers must be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapsing.

B. Storage areas must be kept free of debris.

C. Aisles and passageways must be kept clear.

D. Every opening, floor, or platform four feet or more above the ground level must be guarded by standard rail and toe boards.

E. All stairs with four or more risers must have standard handrails.

F. Slippery conditions on floors must be eliminated as soon as possible.

G. Portable step ladders must be in good condition.

H. Combustible waste material and residue in building or operating area must be kept in a covered metal receptacle.

I. Personal protective equipment for eyes, face, head, and extremities; protective clothing; and protective shields and barriers must be provided, used, and maintained.

J. All pieces of protective clothing and equipment must be properly stored for ready use.

K. Suitable fire extinguishing equipment must be immediately available in the work area and maintained in a state of readiness for instant use.

L. Fire extinguishers must be inspected annually by a competent person and must be operable.

M. Access to fire extinguishers and exits must not be hindered in any way.

N. All portable electrical tools must be equipped with hand-operated switches which can be manually held in a closed position.

O. All hand and portable power tools must be in good operating condition with no defects in wiring, and equipped with ground wires.

P. Extension cords used with portable electrical tools must be of three-wire type, unless they are of the U.L. approved double-insulated type.

Q. All welding equipment must be inspected for hazards.

R. Oxygen and acetylene tanks must be secured and valves must be guarded when they are not in use.

S. Compressed gas cylinders must be clearly marked or color coded to indicate contents.

T. All potential sources of fire and/or explosion from gases, vapors, fumes, dust, and mists must be inspected for correctable hazards.

U. All hazardous gases, liquids, and other materials must be properly labeled and stored.

V. Lighting in work areas must be adequate for jobs performed.

W. Each electrical outlet box must be provided with a cover which effectively protects one from the hazard of accidental contact.

X. A trained person or persons must be available to render first aid in the event of accidents. First aid supplies approved by the health department must be readily available.

Y. Safety meetings must be scheduled and held at regular intervals.

Complete lists of safety rules and regulations can be found in books on shop maintenance, and lists of labor safety rules and regulations can be found in libraries. Acquire a copy of the OSHA regulations and apply to the training site. See Appendix B for a sample safety rating form.

*Continue this learning activity by completing the **Learner Self-Test** which follows.

LEARNER SELF-TEST

This is a checkpoint knowledge test needed before proceeding to the task of evaluating the safety conditions at a training site in a practice situation. Follow the instructions given with each item. Check your answers with the **Answers to Self-Test** which follow. If you fail to complete all items correctly, you may wish to go back and review the module information.

1. List two reasons for implementing safety rules and regulations in an industry services training program.
   a.
   b.
2. Define three safety stipulations of OSHA.
   a.
   b.
   c.
3. A/an _____ _____ is a condition where there is reasonable certainty a hazard exists that can be expected to cause death, or serious physical harm, immediately or before the hazard can be eliminated through regular procedures.
4. A violation that does have a direct relationship to job safety and health, but probably would not cause death or serious physical harm is called a/an _____ _____.
5. A violation where there is substantial probability that death or serious physical harm could result, and that the employer knew, or should have known, of the hazard is called a/an _____ _____.
6. A/an _____ _____ is a condition that has no direct or immediate relationship to job safety and health.

7. In the answer blank to the left of each statement in Column I, place the letter from Column II that best describes the statement in Column I. You may use a number more than once.

Column I	Column II
____ a. Willful fatality	1. Civil penalty
____ b. Failure to report fatality or incident in which five or more employees are hospitalized	2. Criminal penalty
____ c. Failure to correct unsafe conditions	3. Unadjustable-fixed penalty
____ d. Serious violation	

8. Which of the following should be practiced by the instructor.
   a. Maintain written reports of accidents.
   b. Test learners on safe use of equipment before use.
   c. Provide personal, continuous supervision of learners.
   d. All of the above.

ANSWERS TO SELF-TEST

1. a. To assure safe and healthful working conditions for working men and women
   b. To curb serious injuries and accidents
2. a. Employer shall furnish each employee a place of employment which is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm.
   b. Employer shall comply with occupational safety and health standards promulgated under this Act.
   c. Employees shall comply with occupational safety and health standards, and all rules, regulations, and orders issued pursuant to this Act which are applicable to employee actions and conduct.
3. An imminent danger
4. A nonserious violation
5. A serious violation
6. A de minimis
7.
   a. 2.
   b. 3.
   c. 1.
   d. 1.
8. d.

*Proceed to the next learning activity for practice in evaluating the safety conditions at a training site.

LEARNING ACTIVITY II: PRACTICE PERFORMANCE

You will be required to practice evaluating the safety conditions at a training site. Several subactivities must be completed before the task is completed. You must read the **Case Study Information** presented in the Appendix. You must also complete the **Site Evaluation Worksheet**. You will be appraising your performance in evaluating the safety conditions at a training site using the **Performance Checklist**, Appendix A.

I. Read the **Case Study Information** found in Appendix C. This information will serve as a basis for completing the following simulated exercises.

II. Use the **Site Evaluation Worksheet** found in Appendix D to describe your activities in evaluating the safety conditions at the training site presented in the case study information.

III. Use the **Performance Checklist** from Appendix A to check your competency in evaluating the safety conditions in the simulated situation. Satisfactory performance is realized when all items on the checklist are rated "yes."

*Completion of this learning activity should have qualified you to evaluate the safety conditions at a training site in a real work situation. Proceed to the **Check-Out Activity**.

19

CHECK-OUT ACTIVITY: PERFORMANCE IN REAL WORK SITUATION

The activity which follows is intended to be conducted in an actual work situation. It may be performed without completing the two learning activities, if you already have the background information and skills.

You will be given an assignment to evaluate the safety conditions of a training site in your community. In order to complete this assignment, you must perform the following activities: develop a checklist of safety rules and regulations to be enforced; tour the training site; identify hazards found to be below safety standards; and take immediate steps to rectify hazardous conditions at the training site. Your performance will be judged by your instructor or supervisor using a checklist. All items on the **Performance Checklist** (Appendix A) must be rated "yes."

*After completing the **Check-Out Activity**, you may select another module for study. Your instructor or supervisor may be contacted if you have any difficulty in selecting a module.

20

APPENDIX A

PERFORMANCE CHECKLIST

Evaluating safety conditions at training sites.

INSTRUCTIONS: If the performance is satisfactory, write YES in the space provided. If the performance is unsatisfactory, write NO in the space. Each item must be rated "yes" for satisfactory task performance.

1. A checklist was used which reflected local safety requirements. ☐

2. All items on the checklist were rated. ☐

3. Item-by-item notations were made of the reason(s) for hazardous conditions. ☐

4. Item-by-item notations were made of corrective action (s) required. ☐

5. Initial action to be taken to have corrections made was clearly specified. ☐

☐

☐

☐

☐

21

APPENDIX B

TRAINING SITE SAFETY CHECKLIST

(Based on OSHA Regulations)

Directions: Place a check mark in the appropriate column that best describes the safety conditions of the training station. Each item must be appropriately rated.

	Yes	No	Not Applicable
1. Lighting in work areas is adequate for jobs performed.			
2. A trained person is available to render first aid.			
3 First aid supplies approved by the health department are readily available.			
4. Safety meetings are scheduled and held at regular intervals.			
5. Slippery conditions on floors are eliminated as soon as possible.			
6. Aisles and passageways are kept clear.			
7. Storage areas are kept free of debris.			
8. Portable step ladders are in good condition.			
9. Personal protective equipment for eyes, face, head, and extremities; protective clothing; and protective shields and barriers are provided, used, and maintained.			
10. Suitable fire extinguishing equipment is immediately available in the work area and is maintained in a state of readiness for instant use.			

NOTE: Additional rules may be added to this list from Sections XII and XIII of the information outline, and from other standard rules of safety.

APPENDIX C

CASE STUDY INFORMATION FOR EVALUATING THE SAFETY CONDITIONS AT A TRAINING SITE

A machine shop at a junior college vocational-technical education complex has been selected as the site for training 30 machine tool operators for an automotive parts manufacturing plant. It has been determined that training on lathes, drill presses, and grinders will provide the basic skills required by the industry production jobs. Blueprint reading, basic math, and instrument measurement will be taught in conjunction with the tasks performed on the machine tools.

Fifteen trainees will be enrolled in each class. Classes will be held in the evening. Each class will meet two evenings each week for 16 weeks. The machine shop is used in the daytime by another class of full-time students.

The industry services leader must inspect the training facility initially before the industry services program begins, and periodically afterwards, for safety conditions.

APPENDIX D

SITE EVALUATION WORKSHEET

THE PROSPECTIVE SITE

1. What type equipment, tools, and supplies will be used in the training program?

2. What areas of the laboratory should be inspected?

3. What possible hazards are present at the training site? What are the possible causes for each condition?

4. What rules, regulations, and standards will be implemented at the site?

INSPECTION CHECKLIST

Develop an inspection checklist which could be used to check the compliance of the site with specified rules/standards described above. Imagine yourself as the rater and note each item in the simulated situation.

CORRECTIVE ACTION

Using the simulated data collected above, specify a priority order for correcting unsafe conditions. Develop a simulated schedule for making the corrections. Describe how the corrections would be made.

LIST OF INDUSTRY SERVICES LEADERSHIP DEVELOPMENT MODULES

I. **Orientation to Industry Services**

- A. Introduction to Industry Services
- B. Industry Services Leadership Development Program: Guide for Using the Self-Paced Instructional Modules

II. **Establishing Contacts and Relationships**

- A. Speaking to Industrial and Community Groups
- B. Writing Articles for News Media
- C. Identifying Functions of Agencies Involved in Industry Services
- D. Developing a Brochure for Industry Services

III. **Obtaining Agreements**

- A. Developing Training Agreements
- B. Developing a Lead-time Schedule
- C. Interpreting Legislation Related to Industry Services

IV. **Identifying Training Needs**

- A. Collecting Framework Production and Training Information
- B. Selecting Types of Training Programs
- C. Preparing a Budget for an Industry Services Project

V. **Acquiring Resources**

- A. Selecting Instructors for Industry Services
- B. Securing a Training Site
- C. Securing Training Equipment, Tools, and Supplies

VI. **Training Instructors for Industry Services**

Training Instructors for Industry Services

VII. **Preparing for Training**

- A. Adapting the Training Site to Training Needs
- B. Evaluating Safety Conditions at Training Sites
- C. Announcing the Opening of a Training Program

VIII. **Preparing Training Materials**

- A. Conducting a Task Analysis
- B. Developing Performance Objectives
- C. Determining Types of Instructional Methods and Media
- D. Developing Performance Tests
- E. Developing Training Manuals
- F. Preparing Videotapes for an Industry Services Program
- G. Setting Up Learning Centers for Industry Services Programs

IX. **Selecting Candidates**

Developing a Plan for Testing and Counseling Applicants for a Training Program

X. **Monitoring Training Programs**

- A. Assisting in Providing Pre-Employment and In-Plant Training
- B. Developing a Procedure for Keeping Participating Agencies Informed About Training-Program Activities
- C. Monitoring Training Programs for Progress and Expenditures

XI. **Closing Training Programs**

Closing a Training Program

XII. **Placing Program Participants**

Developing a Plan for Placing Graduates of a Pre-Employment Training Program

XIII. **Evaluating Industry Services Programs**

Evaluating Industry Services Programs

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